



Guide

Getting Started with muniMEDIA



Guide- Getting Started with vAnalyst

Contents

Getting Started with muniMEDIA's vAnalyst	2
Key Terms	2
Project	2
Source	2
Alerts	2
The Process	2
The Walkthrough	3
Step 1: Create a Project	3
Step 2: Choose Project Type	3
Step 3: Name Your Project	4
Step 4: Choose Sources	4
Step 5: Choose Keywords	5
Step 6: View Findings	6
Step 7: Select and Send Articles	6
Step 8: Alerts	7
Step 9: Additional Recipients	7
Step 9: Selecting Additional Recipients	8
Step 10: Exports Reports (Share Your Findings)	8
Step 11: Choose the Sources for the Report	9
Step 12: Choose the Date Range for the Report	9
Step 13: Generate the Report	10
Step 13: Customize the Report	11
Step 14: Export the Report	11
Final Words	12
Other Resources	12

Getting Started with muniMEDIA's vAnalyst

This document describes how to configure and use the muniMEDIA platform for automated Government and media monitoring.

The muniMEDIA platform is built to help monitor websites for important updates that can impact your organization. We primarily track sites that publish long-form articles (like news-media articles, regulatory updates, press releases and parliamentary information).

Key Terms

Project

A project is, quite simply, a 'recipe' to make sure that you receive the updates you need. It contains your selection of the 'source' (what we are monitoring), the keywords (the words, phrases or Boolean expressions used to identify relevant documents – other filters are also available), your alerting options (when you get the emails, in what format and whom they are automatically shared with). You also get access to a dashboard and analytics to view the results.

Source

Each 'source' is a logical arrangement of multiple web-sites that you can 'plug' into a project. For your convenience, we provide a number of sources out-of-the-box, based on geographical filters, industry etc.

Alerts

You can set email alerts to be delivered from once a week (Agency feature) to real-time (within minutes of document publication). The alerts can be delivered in HTML or PDF format, and can optionally be copied to one or more recipients.

The Process

The process involves the following steps:

1. Create new project
2. Choose sources
3. Set keywords (and other filters)
4. View results (and iterate keyword if necessary)
5. Configure alerts
6. Choose one or more document to share, and create reports

Once the project is properly set up, you will only need to take action #6 moving forward

The Walkthrough

Step 1: Create a Project

To create your first project, please click on the '+ New Project' icon on the top left of the screen.

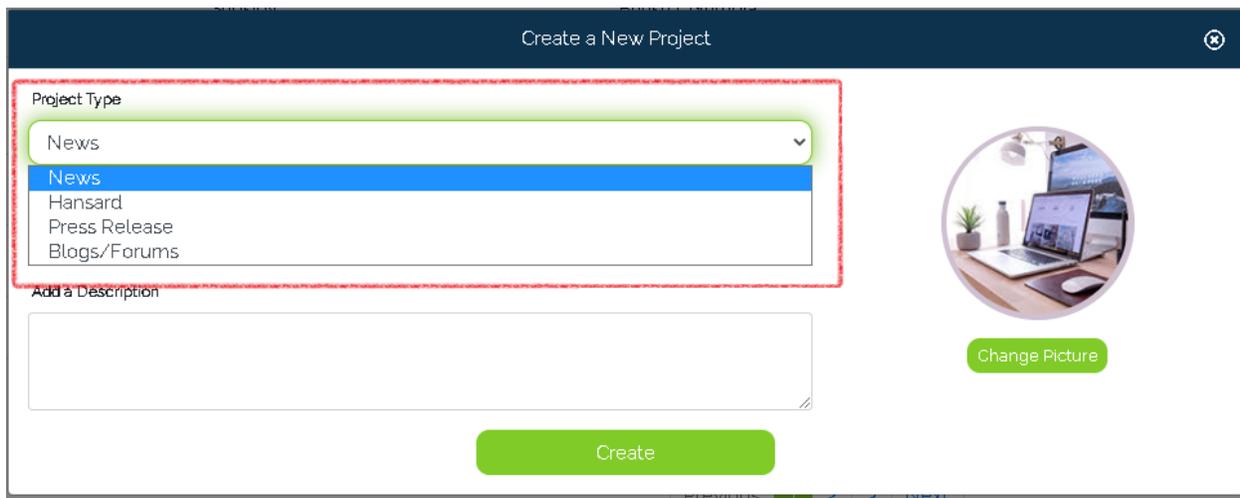


Step 2: Choose Project Type

In the dialog box that shows up, please select your project type. There are four options:

- News (media sources from around the world)
- Hansard (Government sources from Canada)
- Press Release (all major press release portals)
- Blogs / Forums (combined Google Alerts projects)

All custom sources and regulatory sources will be bundled in with the 'New' category. Choose the correct project type is important ,as otherwise you may not be able to find the source you are looking to monitor.



Step 3: Name Your Project

Please choose a descriptive name for your project.

Create a New Project

Project Type
News

Name your Project
World Peace

Add a Description

Change Picture

Create

Step 4: Choose Sources

You should be presented with the sources tab at this point. Please select one or more source packages (of websites) that you want to monitor. Please select these carefully, as it can impact the accuracy of the documents presented to you. For a truly broad (global) monitoring process, choose the 'Select All' option.

+ New Project

Dashboard
Projects
Resources
Share Findings
Settings

Sources Keywords Findings Analytics Alerts

World Peace

Select All

Curated Top Global Media Sources

Top Canadian Sources

African Online News

Russian Online News

Middle East Online News (English)

North American (ex-Canada/U.S.) Online News

Finance & Market News

Canadian Online News

Indian News Sources

European Online News

South American Online News

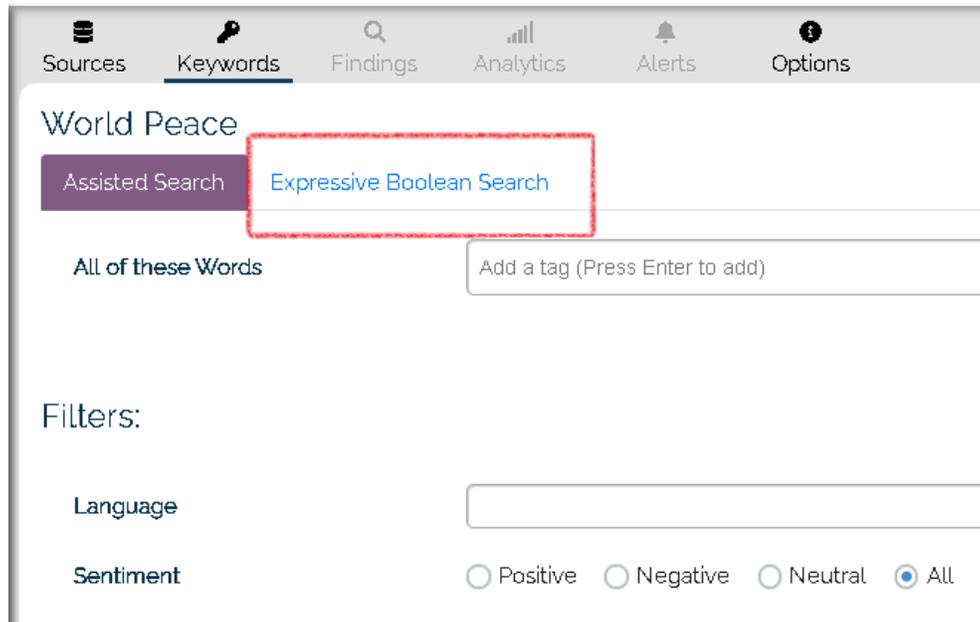
Australian & Oceanian Online News

US Online News

Foreign-language Canadian Online News

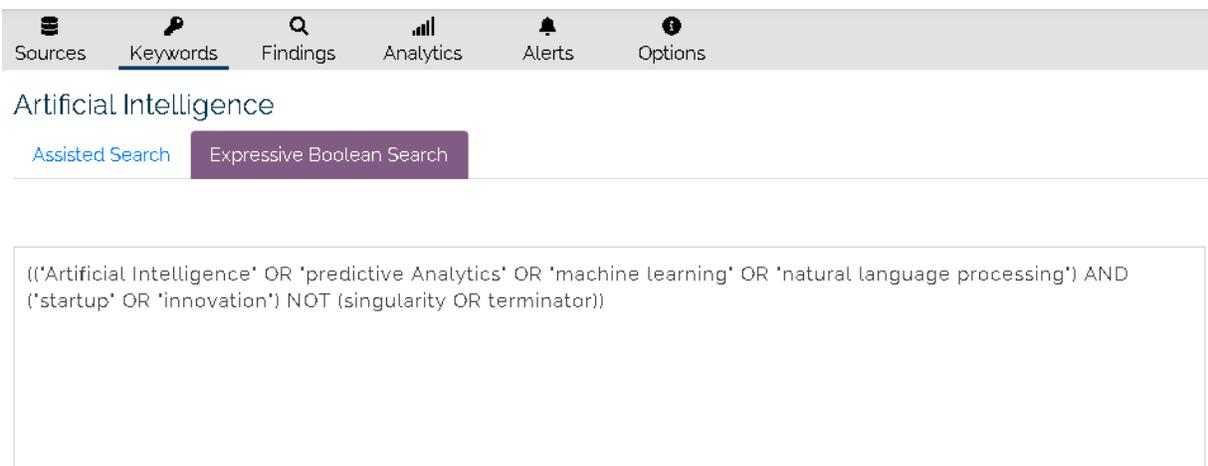
Step 5: Choose Keywords

This is where you select the criteria by which documents you want to be notified of are selected. You can either choose the assisted option, or the Boolean (see the second image below). If you choose 'all of these words' than every one of those words much appear in the document for it to be reported to you. Instead, you could choose 'Any of these words' and would get a much broader search criteria which would return far more results. The 'NOT' criteria would exclude any documents that contain any of the words in the 'not' section (even if they otherwise matched the AND or ANY criteria).



If the 'Assisted' search option is not powerful enough for you, you can also click on the (preferred) 'Expressive Boolean Search' button to switch to that option. A low effort guide to learn Boolean expression is available at <https://www.muniMEDIA.com/blog/a-guide-for-boolean-logic-how-to-optimize-your-muniMEDIA-seach-results> and we encourage you to please give it a test run. It's surprisingly powerful, and worth learning.

With Boolean queries, you can 'triangulate' documents (by picking up more than a single concept). In the example below, we have picked concepts related to Artificial Intelligence as well as that of startups / innovation and only those documents which contain both concepts will be shown. We have also eliminated documents that discuss the singularity or the pop-sci movie Terminator.



Step 6: View Findings

The documents identified by your selected keywords (or Boolean expression) from the sources that you selected are shown here. Unlike most competitive tools, you get an instant view of the results (without needing to wait for new results to collect), and this gives you the opportunity to refine your keywords filters until you get accurate results.

Sources Keywords **Findings** Analytics Alerts Options

World Peace

Topic: Sentiment: All Date Range: 20-11-21

- With a smile and a wink Canadian poet pens 'Hero Trail' – BC Local News
Dec 18, 2020 at 1:21AM by BC Local News [Flag Error](#)
Read more: In his own words: Long lost poem recounts life of a Trail air gunner.
- Letters to the editor
Dec 17, 2020 at 1:17AM by Strathroy Age Dispatch [2 similar articles](#) [Flag Error](#)
Knowledgeable baseball people who have seen all the great catches from Willie Mays to Devon White, co

Step 7: Select and Send Articles

You can select articles to share by clicking on the 'check-box' on the left of the article. There are two articles selected in the picture below. When at least one article is selected, then the 'Send Now' (paper airplane) button emerges from hiding. If you click on this, you can type in the name of recipients for an email containing the selected articles. You can save these recipients (or even full fledged mailing lists) by clicking on the 'Manage Recipients' button at the bottom left of the 'Email Selected Articles' modal dialog box.

Sources Keywords **Findings** Analytics Alerts Options

World Peace

● With a smile and a wink Canadian poet pens 'Hero Trail' – BC Local News
Dec 18, 2020 at 1:21AM by BC Local News [Flag Error](#)
Read more: In his own words: Long lost poem recounts life of a Trail air gunner.

● Letters to the editor
Dec 17, 2020 at 1:17AM by Strathroy Age Dispatch [2 similar articles](#) [Flag Error](#)
Knowledgeable baseball people who have seen all the great catches from Willie Mays to Devon White, co

Email Selected Articles

To:

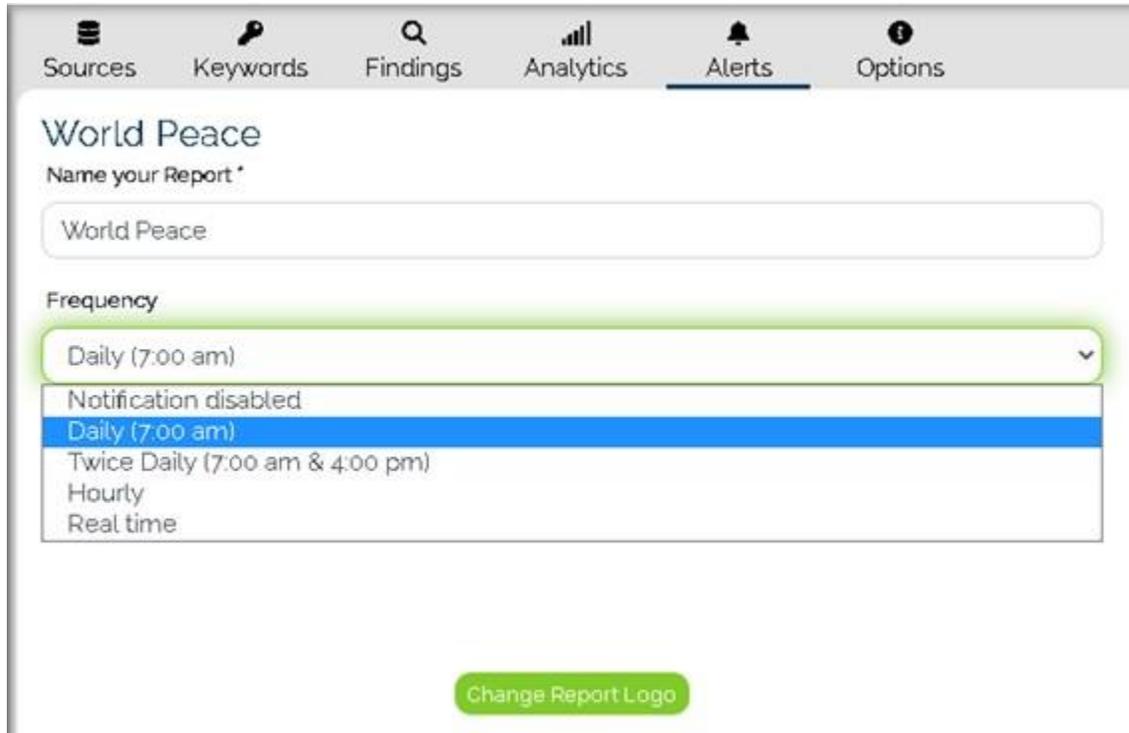
Subject:

Email Body:

Step 8: Alerts

In order to be informed via email of new documents on a regular cadence, please click on the 'Alerts' tab in the navigation. You can choose to have 'World Peace' delivered daily, twice-per-day, hourly, or in real-time. With the Agency tier, you can also select custom points throughout the week. The alerts are delivered based on the timezone associated with your computer when you first registered.

You also have the option to turn email notifications off entirely and view the results in the dashboard only.



The screenshot shows the 'Alerts' tab in a dashboard. The navigation bar includes 'Sources', 'Keywords', 'Findings', 'Analytics', 'Alerts', and 'Options'. The main content area is titled 'World Peace' and has a subtitle 'Name your Report *'. Below this is a text input field containing 'World Peace'. Underneath is a 'Frequency' dropdown menu. The dropdown is open, showing options: 'Daily (7:00 am)', 'Notification disabled', 'Daily (7:00 am)', 'Twice Daily (7:00 am & 4:00 pm)', 'Hourly', and 'Real time'. The 'Daily (7:00 am)' option is highlighted in blue. At the bottom of the form is a green button labeled 'Change Report Logo'.

Step 9: Additional Recipients

You can choose to have the alerts delivered to colleagues and other stakeholders. They can receive the alerts in either HTML or PDF format. All additional recipients receive alerts at the same time as the main account. Simply click on the 'Add' button to nominate one or more email to receive the alerts.

news [Share Project](#)

Recipients [Add](#)

Full Name	Email	Format	
Shahzad Khan	shahzad@gnowit.com	HTML	✎ 🗑

Step 9: Selecting Additional Recipients

You can add new recipients or create an entire mailing group by clicking on the 'Manage Contacts' button on the lower left of the modal dialog window. Any recipient needs to be in your contact list to be added as a recipient to the email alerts.

Add a new Recipient ✕

Select Email

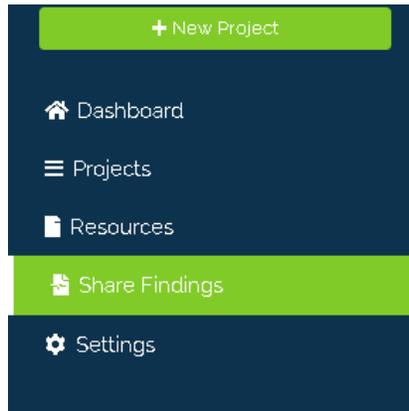
Select Format

✕ No Results Found
Create

[Manage Contacts](#)
Add

Step 10: Exports Reports (Share Your Findings)

This option allows you to export all results in a selected time period in the form of a report that can be shared (or archived). You can select one or more projects, or alternately, sets of labelled documents (which are not described in this document) to populate this report.



Step 11: Choose the Sources for the Report

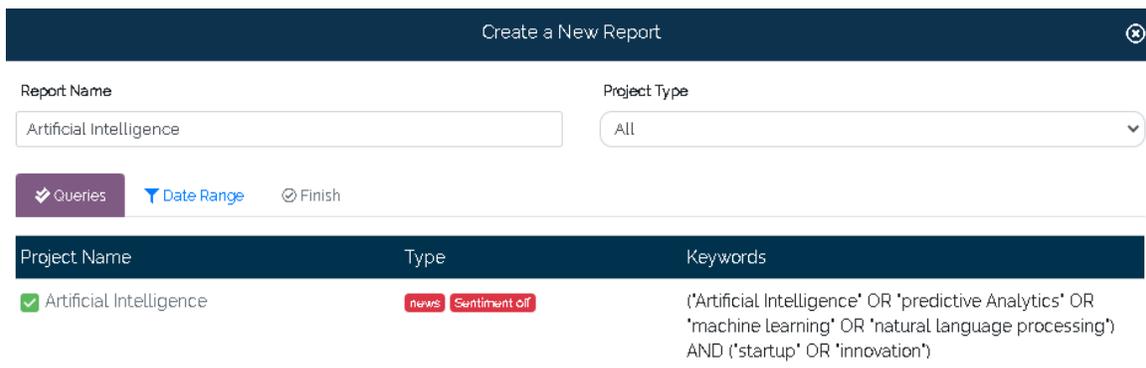
We will be exporting from 'My Projects' in this guide.



Where would you like to get your data from?



You can export either articles selected from one or more projects, or from labels that you have affixed to articles (across projects).



Step 12: Choose the Date Range for the Report

You can pull in articles from as many or as few days as you like (based on your current subscription levels). The dates are set according to your local timezone.

Create a New Report ✕

Report Name

[Queries](#)
Date Range
Finish

Please choose your date range

Date Range :

Nov 2020							Dec 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31	29	30	1	2	3	4	5
4	5	6	7	8	9	10	6	7	8	9	10	11	12
11	12	13	14	15	16	17	13	14	15	16	17	18	19
18	19	20	21	22	23	24	20	21	22	23	24	25	26
25	26	27	28	29	30	31	27	28	29	30	31	1	2
2	3	4	5	6	7	8	3	4	5	6	7	8	9

12-07-20 - 12-21-20
Cancel
Select

Back
Create

Step 13: Generate the Report

At this point, you can change the auto-suggested name (based on the source project or label) and save the report. This creates a permanent store of these articles in your account, which you can view or export at your convenience.



Report Name

Artificial Intelligence

[Queries](#)[Date Range](#)[Finish](#)

Your report has been generated and saved

[Return to Reports](#)[View and Customize](#)

Step 13: Customize the Report

You can either click on the 'View and Customize' button in the previous screen, or the 'edit' icon from the report listing page to finalize your report. You have the option of excluding certain articles (by clicking on the eye icon) or highlighting other (by clicking on the star icon). Highlighting also move the articles to the top of the list. Any choices you make will be remembered when you view or edit this report in the future.

Artificial Intelligence

Report Source: Project

Source Details: Artificial Intelligence

Date: 2020-12-07 - 2020-12-21

Sort By: Starred

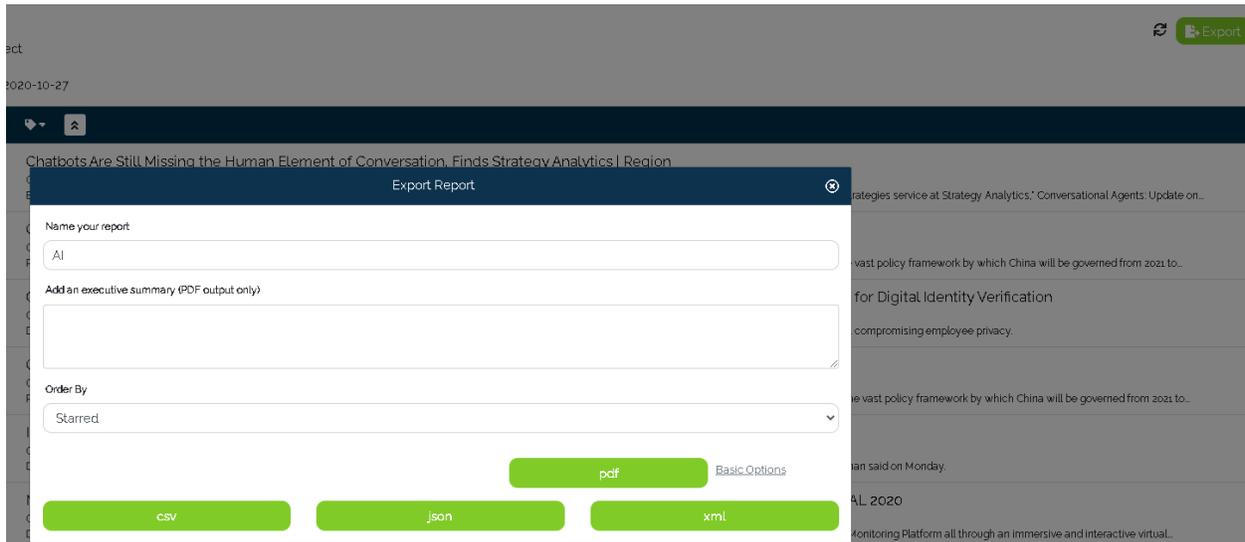
- | | | | | |
|-------------------------------------|--|--|--|---|
| <input type="checkbox"/> | | | | How Luxury Fashion And Lifestyle Brands Can Leverage Technology In 2021
Dec 20, 2020 at 1:27AM by Forbes
IH CREATE DATE AND TIME MANDATORY CREDIT PHOTO BY DAVE M. BENETT/GETTY IMAGES (REQUIRED) Ralph Lauren shows off its new 3D digital technology projected onto their flagship |
| <input type="checkbox"/> | | | | Veriff powers Bolt's global growth
Dec 21, 2020 at 4:08AM by Pressmeddelanden och pressinformation Cision
Veriff is a global online identity verification company that protects businesses and their customers from online identity fraud by making sure that a person is who they claim to be. |
| <input type="checkbox"/> | | | | National Science and Technology Conference to open
Dec 20, 2020 at 11:29AM by Taipei Times
The previous conference in 2016 featured Taiwan Semiconductor Manufacturing Co founder Morris Chang 張忠謀, who said at the time that the event had mostly revolved around 'abstract' o |
| <input type="checkbox"/> | | | | Afrique: Sap Afrique Francophone nomme Hicham Iraqi Houssaini en qualité de directeur général pour mener le business régional et m
Dec 21, 2020 at 7:38AM by allAfrica
Jouissant d'une expérience de 25 ans en tant que cadre dirigeant, Hicham a pu exercer plusieurs fonctions de management dans les ventes, le marketing, le conseil, et le business développ |
| <input checked="" type="checkbox"/> | | | | VinFuture Prize Pledges \$ 4.5M Annually To Reward Scientific Research
Dec 20, 2020 at 1:59AM by Technology Times Pakistan
On International Solidarity Day, VinFuture Foundation officially launches The VinFuture Prize, the first global science and technology prize from Viet Nam, and one of the world's largest annual |
| <input type="checkbox"/> | | | | 'Shlonik' wins Salem Al-Ali Informatics Award 2020
Dec 20, 2020 at 1:46PM by Kuwait Times
'Shlonik' is the main communication method between quarantined individuals and the Ministry of Health's team responsible for monitoring their commitment in home quarantine instructions. |

Step 14: Export the Report

When you have completed your final selections, you can click on the 'Export' button on the top right of the 'Customize Report' screen. Alternatively, you can also click on the export button in the report list screen.

By default, we'll generate a PDF report for you, and you can add an executive summary.

If you plan to upload this report in a different application (e.g. a database, Microsoft DynamicCRM, etc), or plan to do spreadsheet analysis, you can click on the 'Advance Options' button to choose to instead export in machine readable CSV (i.e. Excel), JSON or XML format.



Final Words

That's it! muniMEDIA's vAnalyst is a very intuitive platform, and you only need to carry out the project configuration steps once. After that investment in time, you can choose to receive alerts, or take advantage of our easy-to-use article selection, curation and export capabilities to share your finding with your colleagues.

Other Resources

- Boolean primer (<https://www.muniMEDIA.com/blog/a-guide-for-boolean-logic-how-to-optimize-your-muniMEDIA-seach-results>)
- Whitepaper: Automated Government Information Monitoring (<https://www.muniMEDIA.com/whitepaper-automated-government-information-monitoring>)



I hope you find this guide useful.

ABOUT MUNIMEDIA

We provide real-time tracking of Government information sources, and global media that help our customers to stay in-the-know and be aware of new opportunities and threats. We are the only source of automated monitoring for Canadian Government information.

Is your monitoring comprehensive, reliable, effective and efficient?

Leverage our platform to make it so today!